STATE OF UTAH

UTAH DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Division of Business & Economic Development

JOINT ETHNIC WORK PLAN FOR THE STATE OF UTAH OFFICES OF ASIAN, BLACK, HISPANIC, AND PACIFIC ISLANDER AFFAIRS

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Division Director's Message

Utah's history is rich with customs, cultures and people from all over the globe. This diversity has made Utah what it is today. As in the past, we continue to see great contributions made to the state from our ethnic citizens. In the past ten years, the state's ethnic offices have contributed to the success of ethnic businesses and organizations.

I am pleased to present the Ethnic Offices' Work Plan for the year 2000-2001. This year the offices will continue to work on objectives in areas such as Criminal Justice, Economic Opportunities, Education, Health, G.I.F.T., Resource for Government and Citizens, and the Salt Lake Olympic Heritage.

I commend the directors and staff for working together as a group to meet the needs of all ethnic citizens of the state.

Sincerely,

Richard J. Mayfield, Director

Division of Business and Economic Development





Introduction

The State of Utah Offices of Asian, Black, Hispanic, and Pacific Islander Affairs are mandated by Executive Order to ensure that State Government is responsive to the needs of the ethnic communities. Over the years, the Offices found it essential to develop a Joint Work Plan in order to focus on primary issues that impact the ethnic communities within our state. The 1999-2000 Fiscal year has come to a close and this is the Ethnic Offices' fourth Joint Ethnic Work Plan.

The Ethnic Offices continued to collaborate with the Advisory Councils by conducting meetings with various communities to receive feedback and direction on the Work Plan. From these community meetings, the consistent message received has been the overwhelming impact that education has on the quality of life within the ethnic communities. This has prompted the Ethnic Directors to place a greater emphasis on educational issues. The ethnic communities concluded that in order to maintain the progress on the previous year's objectives, the Ethnic Offices should proceed with the same objectives in the 2000-2001 Joint Ethnic Work Plan.

Our work with the Governor's Initiative on Families Today (G.I.F.T.) will continue by organizing conferences for the ethnic communities to enhance family values and recognize Young Achievers. In addition, we will be encouraging ethnic communities to participate in the 2002 Salt Lake Olympic legacy.

Moon Ji, Director, Asian Affairs

Mildred Sparks, Director, Black Affairs

Leticia Medina, Director, Hispanic Affairs

William Afeaki, Director, Pacific Islander Affairs





Michael O. Leavitt *Governor*Executive Order

CREATING THE STATE OF UTAH OFFICES OF ASIAN, BLACK, HISPANIC, AND POLYNESIAN AFFAIRS

Whereas, Utah state government should be responsive to all citizens of the State of Utah; and

Whereas, close communication between citizens and the Governor is necessary to maintain a responsive government; and

Whereas, it is in the best interest of the State of Utah and its citizens for state government to advocate and promote cooperation and understanding between government agencies and ethnic citizens;

Now, Therefore, I, Michael O. Leavitt, Governor of the State of Utah, by virtue of the authority vested in me by the Constitution and laws of the State of Utah, do hereby order as follows:

- 1. There is created the State of Utah Offices of Asian, Black, Hispanic, and Polynesian Affairs. The Governor shall appoint a director for each office who shall serve at the pleasure of the Governor.
- 2. The director of each office shall conduct the following activities to determine whether state issues impacting Asian, Black, Hispanic, and Polynesian citizens are being addressed by state government:
 - a. Meet with the Asian, Black, Hispanic, and Polynesian Advisory Councils on a regular basis to address each council's findings and recommendations regarding state government's level of responsiveness;
 - b. Review state policy, agencies, programs, and projects to determine the impact on Asian, Black, Hispanic, and Polynesian citizens of Utah;
 - c. Inform and recommend the state agencies and other entities how they can increase or improve their level of responsiveness to ethnic citizens;
 - d. Serve as a resource for state government so it can increase or improve its level of responsiveness to ethnic citizens;



- e. Develop a work plan that addresses identified state issues and sets monitoring strategies;
- f. Inform Asian, Black, Hispanic, and Polynesian citizens about state government's resources; and
- g. Report to the Governor's Office on an annual basis about state government's responsiveness to Asian, Black, Hispanic, and Polynesian citizens of Utah and other issues impacting these citizens;
- 3. The directors of each office shall coordinate resources and activities to increase the level of responsiveness of state government to all ethnic citizens.
- 4. The director of the Division of Business and Economic Development within the Department of Community and Economic Development shall supervise the directors of the State of Utah, Offices of Asian, Black, Hispanic, and Polynesian Affairs.
- 5. The Department of Community and Economic Development shall provide office space and necessary administrative support to assist the director in performing his or her duties. The types and kind of support shall be determined by the executive director of the Department of Community and Economic Development.
- 6. Funding for the State of Utah, Offices of Asian, Black, Hispanic, and Polynesian Affairs shall be contingent upon appropriations from the Legislature.
- 7. This supersedes any previous Executive Orders relating to these offices.

THEST Shallen

Olene S. Walker Lieutenant Governor IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Utah. Done at the State Capitol in Salt Lake City, Utah, this 20th day of August, 1996.

Michael O. Leavitt Governor Michael O. Leavitt Governor Expositive Order

Executive Order

Changing the Name of the State of Utah Office of Polynesian Affairs and of the Polynesian Advisory Council to the State Office of Pacific Islander Affairs and the Pacific Islander Advisory Council.

Whereas, the State of Utah Office of Polynesian Affairs was created within the Department of Community and Economic Development by an executive order dated August 20, 1996;

Whereas, the Polynesian Advisory Council was created by a separate executive order of the same date; and

Whereas, it is now desirable to change the name of both of these bodies to identify more appropriately the communities and individuals served by the office and the council;

NOW THEREFORE, I, Michael O. Leavitt, Governor of the State of Utah, by virtue of the authority vested in me by the Constitution and laws of the State of Utah, hereby order as follows:

- 1. The State of Utah Office of Polynesian Affairs shall henceforth be known as the State Office of Pacific Islander Affairs.
- 2. The Polynesian Advisory Council shall henceforth be known as the Pacific Islander Advisory Council.
- 3. This executive order does not alter the organization, function, authority, responsibility, or purpose of the office or the council, as currently set forth in the executive orders creating those bodies dated August 20, 1996. Those orders remain in effect in all respects except for the name change.

IN WITNESS WHEREOF, I have her unto set my hand and cause to be affixed the Great Seal of the State of Utah. Done at the State Capitol in Salt Lake City, Utah, this 16th Day of December, 1999.

STATE ETHNIC OFFICES 2000-2001 Joint Ethnic Work Plan

History	1995 LEGISLATIVE STUDY	1996 ETHNIC TASK FORCE	NEW EXECUTIVE ORDERS AND 1997-1998 JOINT ETHNIC WORK PLAN	JOINT ETHNIC WORK PLAN 1998-1999 1999-2000 AND 2000-2001
The Ethnic Offices and Advisory Councils were created by Executive Orders. Initially, the appointees served as ombudsmen between ethnic citizens and state government. These positions evolved into directors addressing policy making issues. Creation of the Ethnic Offices: 1972 - Office of Black Affairs and the Black Advisory Council 1973 - Office of Hispanic Affairs and the Hispanic Advisory Council 1980 - Office of Asian Affairs and Asian Advisory Council 1988 - Polynesian Advisory Council under the Office of Asian Affairs 1994 - Office of Polynesian Affairs 1998- Partnership with Division of Indian Affairs. 2000- Office of Polynesian Affairs became the Office of Pacific Islander Affairs.	1. The 1995 Legislative Appropriations Committee allocated \$25,000 to study the purpose of the Ethnic Offices and the Ethnic Councils. 2. Bonneville Research conducted the study and identified the following issues: * The 1994 Executive Order should be rewritten * Constituents. * Establish Subcommittees * Ethnic Offices should remain as part of the Division of Business and Economic Development. * Funding through an approved annual work program. * Clarification of the roles and responsibilities of the Offices of Ethnic Affairs and the Advisory Councils.	1. The 1996 Legislative Appropriations Committee proposed that an Ethnic Task Force be created. 2. The Ethnic Task Force met for several months to address issues identified during the 1996 Legislature. The Task Force was composed of legislators, community leaders and state administrators. 3. The Ethnic Task Force was facilitated by Phyllis Caruth. The Task Force addressed the following areas: * Vision * Mission * Reporting Structure * Accounting * Process for communicating with the governor * Executive Order/Clarification * Policy-internal and external * Customers * Services and Programs * State Agencies, Governor's Office, Information/Referral, and Community Relations. * Statement of Work Deliverables * Training * Physical Location of the Ethnic Affairs Office * Funding and Staffing	1. After reviewing the 1996 Ethnic Task Force recommendations, the Governor's Office rewrote and issued two Executive Orders to outline the work of the offices and councils. 2. The Ethnic offices and the Advisory Council convened a number of community meetings to identify issues of concern from the ethnic citizens of Utah. * Access to Public Services * Advisory Councils * Criminal Justice System (Adults) * Criminal Justice System (Juveniles) * Discrimination * Diversity Training * Economic Opportunities * Education * Health * Welfare Reform	The Ethnic Offices developed a more in depth focus on the following objectives: * Criminal Justice * Economic Opportunities * Education * Health and the Governor Initiative on Families Today (G.I.F.T.) 1999-2000 Joint Ethnic Work Plan In consultation with the Advisory Councils and the ethnic populations of Utah it was felt that the Ethnic Offices will continue with the same objectives. Two additional objectives that would impact the ethnic populations of Utah were also added. * Resource for Government and Citizens * 2002 Salt Lake Olympic Legacy 2000-2001 Joint Ethnic Work Plan In consultation with the Advisory Councils, the Ethnic Offices will continue to focus on the same objectives, with an emphasis on Education.



TEAMWORK STRATEGY

The directors shall continue to use the teamwork strategy concept that has been used for the last two years. They are teamed in pairs to ensure that the optimum time is spent in working the assigned objectives. The two person teams are responsible for meeting all their objectives' deliverables within the timeline that are laid out in the Work Plan.

In putting together the 2000-2001 Joint Ethnic Work Plan, the directors again looked at the assignments and noted that they have been on the same assignments for two consecutive years. The directors agreed that team assignments should be rotated from time to time in order to provide each of the teams with an opportunity to change their focus. This action is noted in this year's Plan, with the team changes of two objectives, Education and Health. Furthermore, all directors will provide the added emphasis to Education by assigning each director a specific school district with two issues to address per district.

TEAM WORK FOR THE 2000-2001 JOINT ETHNIC WORK PLAN										
Objective	Teams									
CRIMINAL JUSTICE	Leticia Medina	William Afeaki								
ECONOMIC OPPORTUNITIES	Mildred Sparks	Moon Ji								
EDUCATION	Moon Ji	Mildred Sparks								
	William Afeaki Moon Ji Leticia Medina Mildred Sparks	Granite District Salt Lake District Jordan District Ogden District								
HEALTH	William Afeaki	Leticia Medina								
RESOURCE FOR GOVERNMENT AND CITIZENS		work individually with and Advisory Councils.								
2002 SALT LAKE OLYMPIC LEGACY	Collaborative effort	t by all Directors								
GOVERNOR'S INITIATIVE ON FAMILIES TODAY (G.I.F.T.)		work individually with and Advisory Councils.								



JOINT WORK PLAN OBJECTIVES

OBJECTIVE #1: CRIMINAL JUSTICE

Continue to collaborate with the Commission on Criminal and Juvenile Justice (CCJJ) and the Sentencing Commission (SC), the Administration Offices of the Courts (AOC), the Department of Corrections (DC) and the Task Force on Racial and Ethnic Fairness in the Legal System on critical issues impacting ethnic citizens.

OBJECTIVE # 2: ECONOMIC OPPORTUNITIES

Continue to collaborate with the Department of Community and Economic Development (DCED), the Department of Commerce (DOC), the Department of Workforce Services (DWS), housing agencies, the Small Business Administration (SBA), Small Business Development Center (SBDC), and the Utah Business Resource Network (UBRN) to promote economic opportunities, marketable skills, and housing for the ethnic communities.

OBJECTIVE #3: EDUCATION

Continue to collaborate with the Utah State Office of Education (USOE) and four local school districts to address critical issues impacting ethnic students.

OBJECTIVE #4: HEALTH

Continue to collaborate with the State Department of Health (SDH), the Division of Mental Health (DMH), the Department of Human Services (DHS), and local counties to address critical issues impacting the ethnic populations.

OBJECTIVE #5: RESOURCES FOR GOVERNMENT AND CITIZENS

Continue to collaborate with the Governor's Office, State Legislature, State Departments and local governments to ensure responsiveness to the needs of the ethnic citizens in the state.

OBJECTIVE #6: 2002 SALT LAKE OLYMPIC LEGACY

Continue to collaborate with the Department of Community and Economic Development (DCED) and the Salt Lake Olympic Committee (SLOC) to insure ethnic community involvement with the 2002 Winter Olympic Games.

OBJECTIVE #7: GOVERNOR=S INITIATIVE ON FAMILIES TODAY (G.I.F.T.) CONFERENCES

Continue to collaborate with the Governor's Office, the Governor's Initiative on Families Today Office (G.I.F.T.), the Department of Human Services (DHS), and other government agencies to promote and maintain family values in the diverse communities in the state.

TIME LINE											
CRIMINAL JUSTICE	TEAM: LETICIA MEDINA AND WILLIAM AFEAKI										
DELIVERABLES	July Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun										
I. Meet quarterly with department heads and chairs of commissions, division and program directors of the following offices, to insure the quality of service to the ethnic communities. * Commission on Criminal and Juvenile Justice(CCJJ) * Sentencing Commission(SC) * Administrative Office of the Courts(AOC) * Department of Corrections(DC) * Annual Site Visits to Correctional Facilities	——————————————————————————————————————										
 II. Collaborate with Federal Agencies: US Senators, Congressman, Immigration, FBI, US Attorney to provide input on: * Hate Crimes * Racial Profiling * Immigration 	====All Year										
III. The Ethnic Offices will continue to participate with the Utah Task Force on Racial and Ethnic Fairness in the Legal System. * Provide staff support for the Juvenile sub-committee (DMC) * Disseminate completed reports and recommendations * Membership on the boards and sub-committees * Monitor the outcome of the recommendations	——————————————————————————————————————										
 IV. Gather information and data on criminal justice issues relating to the ethnic communities. * Collaborate with Gang Task Forces at State and Local levels. * Monitor and assess gang populations in secured facilities. 	——————————————————————————————————————										
V. Participate and monitor the outcome of the pilot programs of: * Unpaid wage employment claims * Crime Victim Reparation * Domestic Violence/Child Abuse	All Year										
VI. Make recommendations of analyzed data to the Governor's Office, commissions, and departments on policy developments, and ethnic board representation.	All Year										

TIME LINE												
ECONOMIC OPPORTUNITIES	TEA	M: MII	LDRED	SPAF	RKS AN	ND MO	ON JI	[
DELIVERABLES	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
I. Meet quarterly with the following departments, to obtain economic opportunities and business strategies for ethnic communities. * Department of Community and Economic Development (DCED) * Department of Commerce (DOC) * Department of Workforce Services (DWS) * Housing agencies (Salt Lake, Davis, Weber and Morgan) * Small Business Administration (SBA) * Small Business Development Center (SBDC) * Utah Business Resource Network (UBRN) * Utah Anti-Discrimination Labor Division (UALD) II. Participate and attend quarterly meetings of Ethnic Advisory Council for DWS to address the issues of: * High Ethnic unemployment rates								ll Year				
* Underemployment												
* Loans/grants to ethnic businesses (SBA) * School to Career and Applied Technology Centers (ATC)							A	ll Year	r			
IV. Conduct Joint Ethnic Business Summit * Increase the number of participants by 5% in each ethnic conference. * Each office will conduct a business conference as needed. * Disseminate information of available resources.							A	ll Year	·			
 V. Facilitate the dissemination of information with the Joint Ethnic Chairs. * Attend quarterly meetings 							A	ll Year	r			
VI. Make recommendations of analyzed data to the Governor's Office and state agencies.							A	ll Year	ſ			

TIME LINE											
EDUCATION	TEAM: MOON JI AND MILDRED SPARKS										
DELIVERABLES	July Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun										
I. Meet quarterly with the following departments, to insure quality education for ethnic students. * Utah State Office of Education (USOE) * Governor's Education Specialist (GES) II. Meet as required, with the following districts, to develop strategies addressing ethnic drop out rates and parental involvement.	All Year										
* Salt Lake District- Moon Ji * Granite District- William Afeaki * Jordan District- Leticia Medina * Ogden District- Mildred Sparks	====All Year										
III. Assist the four focus school districts to address issues of concern for K-12 grade ethnic students on the following issues: * Drop Out Rates * ACT/SAT Scores * Graduation Rates * Limited English Proficiency (LEP) * Parental Involvement	====All Year										
IV. Continue to gather and update Educational Statistical data.	All Year										
V. Meet quarterly with Coalition of Minorities Advisory Committee (CMAC) to monitor and address the following: * Increase and diversification of Educational Staff * Student Education Plan (SEP) * Multicultural curriculum	====All Year										
VI. Meet quarterly with Families, Agencies, and Community Together (FACT) to monitor and address ethnic educational issues	All Year										
VII. Make recommendations of the analyzed data to the Governor's Office, USOE, State Board of Education and four focus Districts.	——————————————————————————————————————										

TIME LINE												
HEALTH	TEAM: WILLIAM AFEAKI AND LETICIA MEDINA											
DELIVERABLES	July Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun											
I. Meet quarterly with department heads and chairs of the following offices, to insure quality services to the ethnic communities. * Department of Health (DOH) * Division of Mental Health (DMH) * Department of Human Services (DHS)	——————————————————————————————————————											
II. Meet monthly with the Ethnic Health Advisory Committee to improve ethnic health and to gather information on the following: * HIV/AIDS * Mental Health/Cultural Competency * Cancer Screening/ Education * Adult Services * Immunization/TB rates (Immunize by 2) * Substance Abuse * Children's Health Insurance Plan (CHIP)	All Year											
III. Make recommendations of analyzed data to Governor's Office and State Agencies.	All Year											

TIME LINE												
RESOURCE FOR GOVERNMENT AND CITIZENS	ALL OFFICES											
DELIVERABLE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
I. Increase the awareness of information from the Ethnic Offices to the community by maintaining, updating and making available the following: * Resource Directories * Media Lists * Newsletters published annually and as needed * Update and print 4000 Accessing State Services Directory * Update Websites quarterly and as needed * Community Alerts published as needed							A	ll Year				
II. Collaborate with the Advisory Councils to convene public forums as needed to assess Government's responsiveness to ethnic communities.							A	ll Year				
III Collaborate with the Governor's Office of Planning and Budget (GOPB) on releasing ethnic demographics. * Disseminate Census 2000 information through media and websites						=				All Yea	r	
IV. Maintain the continuum of customer service in a manner consistent with state and department policies and procedures. * Maintain a log for tracking contacts * Develop a referral Form							A	ll Year	•			

TIME LINE													
2002 SALT LAKE OLYMPIC LEGACY	ALL OFFICES												
DELIVERABLE	July A	ug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
I. Meet quarterly with liaisons and chairs of the following agencies and departments, to insure ethnic community involvement with the 2002 Winter Olympic Games. * Salt Lake Organizing Committee (SLOC) * SLOC Minority Council * Department of Community and Economic Development (DCED) Olympic Liaison * Governor's Chief Olympic Officer	====						A	All Year	r				
II. Collaborate with DCED Olympic liaison for representation on SLOC Minority Council.	=====						A	All Year	r				
III. Coordinate with each Ethnic Advisory Council and the SLOC Minority Council to identify specific involvement opportunities for the ethnic communities, before, during and after the 2002 Olympic Winter Games in the areas of: * Volunteerism							A	All Year	r				
* Employment* Business* Cultural Olympiad													
IV. Gather and disseminate Olympic information to the Ethnic Advisory Councils and ethnic communities.	=====						A	All Year	r				

TIME LINE													
GOVERNOR'S INITIATIVE ON FAMILIES TODAY (G.I.F.T.) CONFERENCES	ALL OFFICES												
DELIVERABLE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
 I. Maintain continued relation with Executive Director of the G.I.F.T. Office for continued support of Ethnic G.I.F.T. Conferences. * Attend quarterly G.I.F.T. Executive Board meetings * Attend quarterly G.I.F.T. Advisory Committee Meetings. 	All Year												
 II. Collaborate with the Governor's Annual Marriage Conferences. * Provide culturally appropriate workshop and speakers * Insure availability of scholarship to increase ethnic participation 							——A	ll Year					
III. Disseminate appropriate resource directories at G.I.F.T. Conferences. * 4000 Accessing State Services Directory * 4000 G.I.F.T. Family Yellow Pages * Ethnic Resource Directories							== A	ll Year					
IV. Collaborate with State Education systems to identify and recognize 500 ethnic minority students for G.I.F.T. Young Achievers in: * Athletics * Leadership * Scholastic * Community service/Volunteer work								All Yr					
V. Develop State Office of Ethnic Affairs Scholarship Fund. * Major scholarships for Graduating Seniors * Monetary awards for other Achievers * Identify criteria for awarding scholarships							A	ll Year					